

26 JAN 1956

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MEMORANDUM FOR: Chief, Management Staff

FROM : Chief, O&M Staff (DD/P Area)

SUBJECT : DD/P Area Weekly Report for Period 19 January 1956  
Through 25 January 1956

1. T/O Proposals Completed: Two (2) T/O proposals were processed and completed during this working period.
2. T/O Proposals In Process: A total of twenty-one (21) T/O proposals are currently in process. Nine (9) of these are major reorganizational proposals submitted by DD/P Staffs and Divisions. The balance of twelve (12) T/O proposals involve a total of forty-one (41) position actions.
3. MS Project 6-7 "Study of Possible Merger of the Cable Secretariat and the Signal Center": Memorandum dated 19 January 1956 submitted from General Maclelland received by the Management Staff stating that concurrence in the action recommended is being withheld at this time.
4. MS Project 6-17 "Nomenclature and Personnel Reporting, DD/P Area": This study has been redrafted and is presently being considered by the Chief, Management Staff.
5. MS Project 6-18 "Study of Delays in Pouch Service": Abstraction of data from the Pouch Manifest Files and Registered Mail Receipt Files of RI/D&P/Outgoing Section was started, and a study was made of the volume of incoming pouches remaining in RI/D&P Incoming Section over the weekend of 21-22 January 1956.
6. MS-679 "NEA Division T/O": Awaiting C/NEA's action on Management Staff analysis presented to him on 29 December 1955.
7. MS-754 "SR Division T/O": Interviews have been held with six of the ten proposed branches within SR. Overall analysis is continuing.
8. MS-755 "FE Division T/O": Final adjustments are almost completed by FE Division and revised T/O submission is expected within a few days.
9. WE Division, though they did not submit a T/O, are at our suggestion, cutting their T/O back to equal ceiling (approx. 56 positions to be dropped).

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10. A study of Staff Employee-Staff Agent procedures and policies is being instituted in order to consider feasibility of use of Staff Employees in lieu of Staff Agents in selected cover situations.

11. The Commo T/O for implementation of the new Manpower Control System has been completed and is being reproduced for formal submission to DD/S.

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SUMMARY: Two T/O proposals completed; nine major T/O proposals plus twelve minor T/O proposals in process. Finalization of Cable Secretariat project delayed due to concurrence being withheld by Director of Communications. Pouch Delay project data on Pouch Manifest Files and Registered Mail Receipt Files being abstracted. Major T/O proposals for the NEA, SR and FE Divisions currently being reworked.

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Chief, O&M Staff, DD/P Area

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